

## **Privacy Notice for Temple Tax Chambers**

We want you to know that when you use our organisation you can trust us with your information. We are determined to do nothing that would infringe your rights or undermine your trust. This Privacy Notice describes the information we collect about you, how it is used and shared, and your rights regarding it.

### **Data Controller**

We are registered with the Information Commissioner's Office (ICO) as a Data Controller for the personal data that we hold and process. Our registered address is Temple Tax Chambers, 3 Temple Gardens, Temple, London EC4Y 9AU, our registration number is ZA352016, and our Data Protection Officer (DPO) is identified on our website at [www.templetax.com](http://www.templetax.com). Our Data Protection Officer can be contacted at [clerks@templetax.com](mailto:clerks@templetax.com) or on 020 7353 7884.

### **Data Collection**

All the information that we hold about you is provided to us by yourself when you seek to use our services. We will tell you why we need the information and how we will use it.

### **Our Lawful Basis for processing your information**

The General Data Protection Regulation (GDPR) requires all organisations that process personal data to have a Lawful Basis for doing so. The Lawful Bases identified in the GDPR are:

- Consent of the data subject
- Performance of a contract with the data subject or to take steps to enter into a contract
- Compliance with a legal obligation
- To protect the vital interests of a data subject or another person
- Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

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- The legitimate interests of ourselves, or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.
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Examples of legitimate interests include:

- Where the data subject is a client or in the service of the controller;
- Transmission within a group of undertakings for internal administrative purposes;
- Processing necessary to ensure network and information security, including preventing unauthorised access;
- Processing for direct marketing purposes, or to prevent fraud; and
- Reporting possible criminal acts or threats to public security.

Our Lawful Basis is compliance with a legal obligation and our Legitimate Interest is where the data subject is a client or in the service of the controller

**We use your information to:**

- Provide legal services, deliveries, quotations, and information, for example, catalogues and newsletters;
- Process payments for goods and services;
- Communicate with you about services, news, updates and events;
- Investigate or address legal proceedings relating to your use of our services or as otherwise allowed by applicable law;

We do not use automated decision-making in the processing of your personal data.

We collect and process both personal data and special categories of personal data as defined in the GDPR. This includes:

**Customer/client data**

- Name;
- Email;
- Phone number;
- Address;

### **Employee Data**

- Name;
- Email;
- Phone number;
- Address;
- Payment or bank details;
- Date of birth;
- Family & next-of-kin details

### **We may share your personal data with:**

- Delivery partners (couriers/royal mail) in the process of sending papers/advice to you,
- Our legal advisors in the event of a dispute or other legal matter;
- Law enforcement officials, government authorities, or other third parties to meet our legal obligations;
- In connection with, or during negotiations of, any merger of some or all of our business by another Chambers;
- Any other party where we ask you and you consent to the sharing;
- With companies to provide typographical services or reprographic services for purposes of providing legal advice;
- Pupils, mini-pupils, work experience students for training purposes;
- For marketing purposes by way of email with opt out option.

### **Transfers to third countries and international organisations**

If you reside outside the European Economic Area (EEA) or your case involves persons or organisations or courts and tribunals outside the EEA then it may be necessary to transfer some of your information to that country outside of the EEA for that purpose. If you are in a country outside the EEA or if the instructions you provide come from outside the EEA then it is

inevitable that information will be transferred to those countries. If this applies to you and you wish additional precautions to be taken in respect of your information please indicate this when providing initial instructions.

We may transfer personal data to the following third countries or international organisations using the identified safeguards.

1. Canada – Adequacy Rating from EC.
2. Switzerland - Adequacy Rating from EC.
3. Guernsey - Adequacy Rating from EC.
4. Isle of Man - Adequacy Rating from EC.
5. Jersey - Adequacy Rating from EC.
6. USA – Privacy Shield
7. India - The Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules 2011 (IT Rules). The transfer of sensitive personal data or information (SPDI) out of India is possible if the person receiving such SPDI agrees to ensure the same level of data protection as provided under the IT Rules. The rules relating to disclosure and transfer also apply.

We have satisfied ourselves that such transferred data is fully protected and safeguarded as required by the General Data Protection Regulation.

**We retain your personal data** while you remain a client, pupil, student, employee, unless you ask us to delete it. Our Retention and Disposal Policy (copy available on request) details how long we hold data for and how we dispose of it when it no longer needs to be held. We will delete or anonymise your information at your request unless:

- There is an unresolved issue, such as claim or dispute;
- We are legally required to; or
- There are overriding legitimate business interests, including but not limited to fraud prevention and protecting customers' safety and security.

## **Your Rights**

The General Data Protection Regulation gives you specific rights around your personal data. For example, you have to be informed about the information we hold and what we use it for, you can ask for a copy of the personal information we hold about you, you can ask us to correct any inaccuracies with the personal data we hold, you can ask us to stop sending you direct mail, or emails, or in some circumstances ask us to stop processing your details. Finally, if we do something irregular or improper with your personal data you can seek compensation for any distress you are caused or loss you have incurred. You can find out more information from the ICO's website [http://ico.org.uk/for the public/personal information](http://ico.org.uk/for-the-public/personal-information) and this is the organisation that you can complain to if you are unhappy with how we deal with you.

## **Accessing and Correcting Your Information**

You may request access to, correction of, or a copy of your information by contacting us at [clerks@templetax.com](mailto:clerks@templetax.com) or via post at Temple Tax Chambers, 3 Temple Gardens, Temple, London EC4Y 9AU.

## **Marketing Opt-Outs**

You may opt out of receiving emails and other messages from our organisation by following the instructions in those messages.

## **Cookies**

Cookies are small text files that are stored on your browser or device by websites, apps, online media, and advertisements. We use cookies to:

- Validate users;
- Remember user preferences and settings;
- Determine frequency of accessing our content;
- Measure the effectiveness of advertising campaigns; and
- Analyse site visits and trends.

**We will occasionally update our Privacy Notice.** When we make significant changes, we will publish the updated Notice on our website.